

HJR 2 ERM Work Group Plan

ELG staff will coordinate monthly meetings of any/all interested parties, including but not limited to:

- Office of the Secretary of State
- State CIO
- MHS/State Archivist
- State and Local Government Records Committees
- Agency representatives
- Attorney General's Office
- Governor's Office
- Local gov't representatives (county, city, schools)
- Montana State Library
- Legislative Audit Division

Staff will post work group meeting notices and materials to ELG website.

HJR 2 ERM Work Group Task and Reporting Timeline

October – November, 2013	Gather information on user (agencies, local gov'ts) needs, current systems, system requirements for ERM; examine states with exemplary ERM
December 2, 2013 (ELG)	Report to ELG with analysis of above information; SITSD report on RFI status
December, 2013 – January, 2014	Analyze responses to RFI; review statutes related to Records Management generally and ERM specifically and identify recommended changes
January 30-31, 2014 (ELG)	Report to ELG with results of RFI and any recommended changes to statute
February – March, 2014	Evaluate options for improved ERM, including cost-analysis and funding alternatives; prepare final report
April 4, 2014 (ELG)	Final report to ELG including recommendations for committee consideration
June 16-17, 2014 (ELG)	Work group present for ELG discussion of legislative options

Education & Local Gov't Committee
September 24, 2013

Exhibit 5